

# DESIGNATION OF QUALIFIED EMPLOYEE (QE) FORM

Use this form for initial license submissions and for any subsequent changes in the Qualified Employee. (Form not required if the QE is also the owner)

Mail to: DIVISION OF MORTGAGE LENDING  
NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY  
400 W King Street, Suite 406  
Carson City, NV 89703

The undersigned hereby makes application to the Commissioner of the Mortgage Lending Division for designation as the Qualified Employee for a Mortgage Broker/Banker.

## Qualified Employee Information

Name	_____		
First	Middle	Last	
Home address	_____		
Street	City	State	Zip
Social Security Number	_____		

## Mortgage Broker/Banker Information (Indicate the office location at which the QE will work)

Name	_____	license #	_____
Address	_____		
Street	City	State	Zip
Telephone number	_____		

## REQUIRED ITEMS NEEDED WITH SUBMISSION (Forms available on our website "mld.nv.gov")

1. Child Support Statement (Required for all submissions, regardless if applicant is subject to support obligations)
2. Personal History Record completed, signed by the applicant and notarized.
3. Fingerprint cards completed by the applicant. (Cards are available at local law enforcement agencies)
4. Support of two years employment in mortgage lending/brokering (W-2, 1099, letter from employer)

I declare, under penalty of perjury, that I have read the foregoing, and it is true to the best of my knowledge and belief.

Signature of proposed Qualified Employee: \_\_\_\_\_

Principal Officer signature: \_\_\_\_\_

Print Principal Officer name: \_\_\_\_\_ Date: \_\_\_\_\_